

From: Murphy, Virginia on Wed, Mar 8, 1995 8:23 PM
Subject: RE: Document Retention
To: O'Neill, Joanne

Hi Joanne - glad to hear someone is helping Jim.

I would love to tell you that we have a consistent policy on third party retention of our documents but we do not. It's an issue regularly negotiated on the basis of volumes, storage space, ease of PM access, etc. We do consistently require that original order forms and signature cards be retained until microfilmed and then destroyed only when we give permission in writing following an audit of the microfilm. Third parties are usually instructed to either forward white mail without making a copy or make a copy and destroy the copy after we have confirmed receipt.

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